

APPENDIX E
The William H. Kushnick Award

1. Purpose. A group of prominent citizens formerly engaged in civilian personnel management in the Department of the Army has established a trust fund to recognize potential and encourage achievement of men and women who have undertaken a career in civilian personnel administration.

2. The Award. The Award will consist of a certificate and an appropriate memento provided from the trust fund.

3. Eligibility. Any civilian employee of the Department of the Army at mid-career in the Civilian Personnel Administration Career Program, normally with five years and up to 15 years service in the Department of the Army, and who is not above grade GS-14 at the time of nomination.

4. Basis for Selection. Eligible personnel will be nominated and considered in accordance with the following criteria:

a. Specific Contribution. A specific contribution in the broad field of Civilian Personnel Administration, for which the nominee is primarily responsible, resulting in material improvement in service or a substantial financial savings or significant social or technological progress. The contribution must be individual and the result of the nominee's own efforts. This contribution must have culminated during the calendar year under consideration.

b. Career Accomplishments. An outstanding record reflecting highly effective career development, executive or technical ability, and exemplary performance evidenced by the nominee, not directly related to the special contribution or project.

5. Nomination of Candidates. Each FOA commander is invited to submit one nomination. Nominations must be submitted to CDR USACE (DAEN-PEC-L) WASH DC 20314 not later than 1 December each year.

6. Details.

a. Nominations will be submitted in original and five copies, be personally indorsed by the nominating commander, and consist of:

(1) A cover sheet containing:

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- (a) Name of nominee
- (b) Date of birth
- (c) Position title and grade
- (d) Organization and location
- (e) Length of service
- (f) Job progression
- (g) Education

(2) A brief description of the nominee*s present duties and responsibilities, including the scope of work.

(3) Describe the specific contribution forming the basis for this nomination (not to exceed 1,000 words).

(4) Describe briefly the outstanding executive or technical ability, or outstanding performance evidenced by the nominee.

(5) Two photographs, 8" x 10" glossy.

(6) DA Form 1256.

b. Selection of the nominee to receive the William H. Kushnick Award will be made by a Committee of three persons, composed of the Assistant Secretary of the Army (M&RA) as Chairman, the Director of Civilian Personnel, Department of the Army, and one distinguished private citizen selected by the Secretary of the Army.